

**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (ACBH)  
REQUEST FOR PROPOSAL (RFP) 23-04  
SPECIFICATIONS, TERMS & CONDITIONS  
FOR  
YOUTH & YOUNG ADULT LGBTQIA+ EARLY INTERVENTION PROGRAM**

**INFORMATIONAL MEETING/ BIDDERS' CONFERENCES**

Date	Time	Location
Thursday, October 5, 2023	10:00 am – 11:30 am	Microsoft Teams Meeting See page 15 of RFP for meeting details
Friday, October 6, 2023	2:00 pm – 3:30 pm	

**PROPOSALS DUE**  
by 2:00 pm on Thursday, November 2, 2023  
to  
ACBH Procurement  
Email: [procurement@acgov.org](mailto:procurement@acgov.org)

**Proposals received after this date/time will NOT be accepted**

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## I. STATEMENT OF WORK

### A. INTENT

It is the intent of these specifications, terms, and conditions for Alameda County Behavioral Health Care Services (hereafter ACBH or County) to seek proposals to provide early intervention services to Lesbian, Gay, Bi-sexual, Transgender, Gender Non-binary, Gender Non-conforming, Queer or Questioning, Intersex, Asexual, and more on the gender and sexuality spectrum (LGBTQIA+) youth and young adults (Y/YA). Program services and supports shall focus on early intervention activities to prevent mental illnesses and substance use/misuse from becoming severe and disabling, and to make referrals and linkages to other programs, dependent on the needs of Y/YA and their families.

ACBH intends to award two contracts, one each to the two Bidders selected as the most responsible bidders whose responses conform to the Request for Proposal (RFP) and meets the County requirements.

At this time, ACBH has allocated an annual amount of \$1,200,000 (\$600,000 per contract) for these programs through the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI). Medi-Cal billable services, through Medi-Cal Administrative Activities (MAA) and potentially Specialty Mental Health Services (SMHS), will be leveraged as available and appropriate. The contracts that result from this RFP process will be prorated for the first fiscal year at the contract start date. Program reimbursement will be based on actual cost.

Proposals shall form the basis for any subsequent awarded contract. Staffing levels and operating costs must accurately reflect the Bidder's costs for the program. ACBH reserves the right to dissolve a contract if/when an awarded Contractor materially alters staff, budgets, deliverables and outcomes any time after the contract award.

The County is not obligated to award any contract as a result of this RFP process. The County may, but is not obligated to, renew any awarded contract. Any renewal of an awarded contract shall be contingent on the availability of funds, awarded Contractor's performance, and continued prioritization of the activities and priority populations as defined and determined by ACBH.

ACBH does not discriminate against particular Bidders that serve high-risk populations or specialize in conditions that require costly treatment. Further, the County does not discriminate in the selection, reimbursement, or indemnification of any provider who is acting within the scope of his or her license or certification under applicable state law, solely on the basis of that license or certification.<sup>1</sup>

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<sup>1</sup> In compliance with 42 CFR § 438.214 as a Prepaid Inpatient Health Plan (PIHP).

## **B. BACKGROUND**

Recent anti-LGBTQIA+ legislation implemented across the United States, including at the level of the Supreme Court, is creating a fearful environment for the LGBTQIA+ community. According to the 2022 National Survey on LGBTQ Youth Mental Health conducted by the Trevor Project,<sup>2</sup> 93% of transgender and non-binary youth respondents said that they have worried about being denied access to gender-affirming medical care due to state or local laws. Furthermore, 91% of respondents reported worrying about transgender people being denied access to the bathroom due to state or local laws. In the context of the current political climate, ACBH seeks to demonstrate support by allocating resources towards a community that is being stigmatized and under attack, and therefore vulnerable to mental health illnesses and substance use/misuse. ACBH will align with its stated mission and vision by expanding needed services and resources for LGBTQIA+ Y/YA who may be struggling with emerging mental health concerns so they can successfully realize their potential and pursue their dreams.

Increasing services and supports for the LGBTQIA+ community has been raised as a significant priority during the MHSA Community Input process. In particular, increasing supports and activities for the LGBTQIA+ youth population was identified during the 2022-2023 MHSA Community Program Planning Process and was included in the updated MHSA Three Year Program and Expenditure Plan.<sup>3</sup>

This prioritization aligns with the results of a recent ACBH survey and a listening session held on July 11, 2023, to gather feedback from the community on service needs for LGBTQIA+ Y/YA. Services and/or resources that would best address the mental health and inclusion needs of LGBTQIA+ Y/YA and their families/caregivers in Alameda County included:

- Access to LGBTQIA+ affirming counseling/therapy and physical health care,
- Safe spaces to connect to a LGBTQIA+ youth community;
- Access to housing and employment/education supports; and
- Access to therapy/counseling, support groups and education.

In 2004, California voters passed Proposition 63, known as Mental Health Services Act (MHSA). MHSA is funded by a one percent tax on personal incomes above one million dollars and is designed to expand and transform California's mental health system. The Prevention and Early Intervention (PEI) funding stream, one of five major components of MHSA, funds programs designed to prevent mental illnesses from becoming severe and disabling, with an emphasis on improving timely access to services for the underserved.

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<sup>2</sup> <https://www.thetrevorproject.org/survey-2022/>

<sup>3</sup> [MHSA2024Plan\\_05.pdf \(acmhsa.org\)](#)

**C. SCOPE/PURPOSE**

The Y/YA LGBTQIA+ Early Intervention Program is designed to provide early intervention services, including:

- Outreach and engagement;
- Mental health and substance use/misuse counseling/therapy;
- Case management/brokerage and linkage to appropriate referrals; and
- Consultation and education for other partners serving the priority population as well as the general public.

The priority population is Alameda County Y/YA, ages 12-24, who identify as LGBTQIA+. While ACBH primarily serves Alameda County residents who are eligible for Medi-Cal, this program is not limited to that population based on the current funding source. This program shall utilize innovative approaches to engage and serve LGBTQIA+ Y/YA who may be struggling with emerging mental health concerns and substance use/misuse; experiencing bullying, confusion, alienation, or isolation as they navigate their sexual orientation and/or gender identity; and lack access to supportive and accepting environments within their families, schools, and/or community. The program shall also have a component to engage and provide services for parents/caregivers/family members of LGBTQIA+ Y/YA so that they can better support their loved one's needs and concerns.

Following the principles of MHSA, this early intervention program should be designed to recognize the early signs of potential mental illnesses and substance use/misuse, and prevent them from becoming severe and disabling. The program shall provide a smaller amount of consultation and education (prevention) activities to schools, providers, and the general community that serve youth and young adults to increase their knowledge and ability to create safe and affirming spaces for LGBTQIA+ Y/YA, but these activities should not be the main focus.

The intended program goals and impact on clients are as follows:

- Early identification of mental illnesses and substance use/misuse for LGBTQIA+ Y/YA ages 12-24 to prevent symptoms from becoming severe and disabling;
- Build mental health protective factors and decrease mental illness risk factors;
- Increase self-acceptance, enhance resilience, and build new skills to advocate for self and community;
- Reduce symptoms of depressions and anxiety;
- Reduce suicide and suicidal ideations;
- Decrease social isolation and increase connection to LGBTQIA+ community;
- Increase participation in meaningful social activities;
- Reduce family conflict and strengthen sense of belonging in family/school/community;
- Increase connection to needed resources, such as LGBTQIA+ affirming mental health and physical health care, housing, and employment/education; and
- Increase family/school/provider/community knowledge and ability to create safe and affirming spaces for LGBTQIA+ Y/YA.

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Referrals may come directly from the community, schools, other service providers, ACBH, and other systems serving youth, such as Alameda County Child Welfare and Probation.

Early intervention services should generally be low-intensity and short in duration, with the maximum length of services being 18 months.

If a client is found to have higher level needs than the Contractor can provide within their scope of practice, the Contractor shall work with ACBH ACCESS to make a referral and provide linkage and warm hand off to an appropriate level program.

While the physical location of the programs may be in one or more areas, the services must be available to individuals living in all areas of Alameda County. Based on the results of a survey released by ACBH in July 2023, Central<sup>4</sup> and North<sup>5</sup> County were identified as the parts of Alameda County where additional services are recommended. At least one of the programs selected must have their community-facing program site based out of Central or North County.

#### **D. BIDDER MINIMUM QUALIFICATIONS**

To be eligible to participate in this RFP, Bidders must successfully demonstrate in their proposal how they meet the following Bidder Minimum Qualifications:

- Have at least one year of experience directly engaging and serving the priority population within the past five years; and
- Demonstrated experience working with youth and applying California Minor Consent and Confidentiality Laws.

Proposals that exceed the contract maximum amount or are unreasonable and/or unrealistic in terms of budget, as solely determined by ACBH, shall be disqualified from moving forward in the evaluation process.

Bidders are eligible to participate in the RFP process if they meet the Bidder Minimum Qualifications. Please note, ACBH will disqualify proposals that:

- Do not demonstrate that Bidder meets the specified Bidder Minimum Qualifications
- Exceed the contract maximum amount
- Are unreasonable and/or unrealistic in terms of budget, as solely determined by ACBH

ACBH shall disqualify proposals submitted with subcontractors performing any portion of the direct services described in this RFP.

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<sup>4</sup> Unincorporated areas of Ashland, Castro Valley, Cherryland and cities of Hayward, San Leandro and San Lorenzo

<sup>5</sup> Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont

Disqualified proposals will not be evaluated by the Evaluation Panel and will not be eligible for contract award under this RFP. ACBH has the right to accept all or part of the proposed program model at its discretion.

## **E. SPECIFIC REQUIREMENTS**

The scope of work for awarded contracts from this RFP will include conformance with all of the following throughout the program period, as needed:

- Provide early intervention services including:
  - Outreach and engagement,
  - Mental health and substance use/misuse counseling/therapy,
  - Case management/brokerage and linkage to appropriate referrals, and
  - Consultation and education for other partners serving the priority population as well as the general public.
- Work with ACBH to evaluate feasibility of delivering SMHS;
- Deliver program services in a combination of field and office-based settings;
- Manage and retain qualified and diverse program team;
- Provide services that follow MHSA early intervention principles including but not limited to community-defined evidence practices (CDEPs);
- Conduct ongoing monitoring to ensure that staff who are providing clinical services have valid license with no restrictions;
- Plan for and implement continuous training and quality improvement, including but not limited to cultural and linguistic responsiveness;
- Promote cultural responsiveness and understanding of multi-culturalism using Culturally and Linguistically Appropriate Services (CLAS),<sup>6</sup> which includes tracking and reporting to ACBH any trainings or activities that meet the CLAS requirements;
- Complete trainings required to access and input data into County's electronic information management and claiming system;
- Data entry in a timely manner, as instructed, using the County's electronic information management and claiming system;
- Complete other trainings as required or requested by the County;
- Maintain compliance with MHSA data and evaluation regulations;
- Submit an attestation confirming employee validation against Office of the Inspector General (OIG) and Other Exclusion Lists;
- Submit a Medi-Cal Administrative Activities (MAA) Claim Plan. Once approved, the program shall maximize earning potential available through MAA, while following all State and Federal Regulations and Requirements.

<https://www.dhcs.ca.gov/services/Documents/MH-MAA-Implementation-Plan-Revised-7.1.21.pdf>

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<sup>6</sup> <https://www.thinkculturalhealth.hhs.gov/pdfs/EnhancedNationalCLASStandards.pdf>

- Complete required ACBH MAA trainings;
- Program staff are required to report their time using Individual Staff Log (ISL), to use proper procedure codes and to submit their ISL monthly;
- Awarded Contractors without MAA billing experience are expected to bill MAA within six to eight months of contract start date, after completing required MAA trainings.

## **F. BIDDER EXPERIENCE, ABILITY AND PLAN**

### ***1. Understanding of and Experience with Priority Population Needs***

ACBH seeks proposals that demonstrate a strong understanding of and experience with the priority population: youth and young adults, ages 12-24, who identify as Lesbian, Gay, Bi-sexual, Transgender, Gender Non-binary, Gender Non-conforming, Queer or Questioning, Intersex, Asexual, and more on the gender and sexuality spectrum (LGBTQIA+). The proposed program shall include service components for parents/caregivers/family members of LGBTQIA+ Y/YA. While ACBH primarily serves Alameda County residents who are eligible for Medi-Cal, this program is not limited to that population based on the current funding source.

In addition to the common challenges faced by adolescents as they navigate the transition from childhood to adulthood, LGBTQIA+ youth face several additional risk factors that can have an impact on their mental health and overall sense of well-being. They may face discrimination and stigma based on their sexual orientation or gender identity within their families, schools, and/or community. LGBTQIA+ Y/YA are at higher risk of being bullied or harassed by peers or in the community, including being physically threatened or harmed. They may experience rejection and isolation within their family/community or feel the need to hide their sexual orientation or gender identity to keep themselves safe. LGBTQIA+ youth may find themselves unhoused or in unstable housing situations due to family rejection or conflicts. LGBTQIA+ youth of color may experience additional stressors due to racially related trauma and micro-aggressions as well as their sexual orientation and gender identity. The above risk factors and chronic stressors can lead to increased mental health challenges amongst this population, including depression and anxiety, an increased risk for suicidal ideations and attempts, and higher rates of substance use/misuse as a coping mechanism.

A 2022 National Survey on LGBTQ Youth Mental Health conducted by the Trevor Project<sup>7</sup> polled nearly 34,000 LGBTQ youth ages 13-24 across the United States, with 45% of respondents being LGBTQ youth of color and 48% being transgender or nonbinary, found the following:

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<sup>7</sup> <https://www.thetrevorproject.org/survey-2022/>



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- 45% of LGBTQIA+ youth respondents seriously considered attempting suicide in the past year. Nearly 1 in 5 transgender and nonbinary youth attempted suicide;
- 73% of LGBTQIA+ youth respondents reported experiencing symptoms of anxiety; and
- 58% of LGBTQIA+ youth respondents reported experiencing symptoms of depression.

ACBH released a survey in July 2023 and facilitated a listening session on July 11, 2023 to gather feedback from the community on needed services for LGBTQIA+ Y/YA. Consistent with the Trevor Project National Survey, depression, family conflict/disconnect, suicidal thoughts/attempts, and anxiety were identified as the top urgent mental health needs of LGBTQIA+ Y/YA. Isolation and substance use/misuse were also highlighted as needs to be addressed.

Successful bidders will demonstrate knowledge, experience, and understanding of the needs, issues, strengths, and challenges faced by the priority population. Bidders should identify strategies to address barriers faced by LGBTQIA+ Y/YA and their families and demonstrate experience in effectively supporting the priority population. Bidders should demonstrate the cultural understanding and responsiveness to successfully serve the priority population.

## **2. Service Delivery Approach**

Following the early intervention principles of MHSA, this program should be designed to recognize the early signs of mental illness and substance use/misuse, and prevent them from becoming severe and disabling. The program should support in building mental health protective factors, resilience and decreasing risk factors. The awarded Contractors will provide early intervention support services, which include outreach and engagement, mental health and substance use/misuse counseling/therapy, and case management/brokerage and linkage to appropriate referrals. The program shall also provide consultation and education to schools, providers, and the general community that serve Y/YA to increase their knowledge and ability to create safe and affirming spaces for LGBTQIA+ Y/YA, but these activities should not be the main focus of the program. Early intervention services should generally be low-intensity and short in duration, with the maximum length of services being 18 months.

Successful Bidders shall articulate a comprehensive strategy utilizing innovative interventions and community-defined practices to outreach and engage LGBTQIA+ Y/YA in services, incorporating the following requirements:

- The programs must ensure a safe and confidential process for intake and services.
- Services shall be available both in person and virtually based on the needs of youth and families/caregivers.
- In-person services shall be both in the community and at the program site(s).
- Program site design shall be inviting and welcoming for LGBTQIA+ Y/YA. Interventions must be strength-based and adopt an LGBTQIA+ affirming and inclusive approach.

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- Interventions must also address specific needs of LGBTQIA+ Y/YA with multi-faceted identities, including Y/YA of color and/or immigrant youth who may face unique mental health needs and challenges, discrimination, and stigma due to the intersectionality of their identities.

Program interventions may include a combination of services listed below:

- Outreach and engagement to encourage participation in program;
- Individual/group therapy/counseling for both mental health concerns and substance use/misuse focused on early intervention;
- Suicide assessment/prevention supports;
- Peer supports;
- Programming that provides an opportunity for Y/YA to connect to a LGBTQIA+ Y/YA community;
- Drop-in access and availability;
- Supports for parents/caregivers/families, including access to therapy/counseling, support groups, and education;
- Resource navigation and linkage to referrals, including:
  - Housing,
  - Employment/education,
  - LGBTQIA+ affirming physical health care (especially care that is affirming and competent in working with transgender youth/young adults),
  - Legal supports related to gender or name changes, and
  - Longer term or more intensive mental health and substance use/misuse treatment; and
- Technical assistance and education to other providers, schools, and general community on creating safe and affirming spaces and community for LGBTQIA+ Y/YA.

Program interventions may also include other innovative early intervention program designs, such as:

- Drop-in center;
- Mentorship program;
- Social activities;
- Crisis hotline; and
- Health/sexual health education.

Bidders shall describe the use of well-matched and feasible best practices. Best practices may include community defined practices and/or evidence-based practices targeting LGBTQIA+ Y/YA populations, and/or program models specifically developed in partnership with LGBTQIA+ Y/YA. Bidders shall be evaluated based on their description of their program design and model, how well-chosen practices meet the needs of the priority population, and Bidders' experience in implementing such practices to the highest fidelity.

### 3. **Planned Staffing and Organizational Capacity**

ACBH requires a thoughtful staffing pattern that meets the requirements listed below as well as demonstrates cultural and language considerations for the priority population to be served. At a minimum, the Bidder's staffing structure shall include the following:

- **0.5 Full Time Equivalent (FTE) Program Manager**
- **1.0 FTE Mental Health Specialist<sup>8</sup>**  
The Mental Health Specialist will assess individual and family needs, provide early intervention counseling/therapy services, make appropriate cross-system referrals as needed and support clients through the referral process to ensure successful linkages to resources and services.
- **1.0 FTE Peer Youth Worker** (can be up to two youth workers)  
Peer youth workers will have experiences reflective of the priority population, and will provide outreach and engagement, peer supports, resource navigation and linkage, technical assistance and education, and other activities within their scope of practice.
- **0.25 FTE Youth Interns** (a minimum of two Youth Interns)
- **0.25 FTE Data Entry Staff**

Bidders shall propose other staffing to match their program proposal with justification demonstrating how each role will enhance program services.

Awarded Contractors must comply with California child labor laws if hiring minors under the age of 18, and shall also provide support to any youth interns and peer youth workers in managing their school and work schedules.

Each program shall have the capacity to serve Y/YA and families whose primary language is not English and speak one of Alameda County threshold languages, either through utilizing ACBH's contracted interpreter services or through program staff.

Bidders shall include in their proposal a plan for maintaining appropriate infrastructure, staffing and hiring, which should include:

- Plan for hiring, training, and supporting program staff, and in particular Youth Staff who may be newer to the workforce;
- Plan for providing appropriate and regular supervision to specific program staff (i.e. clinical supervision for unlicensed mental health specialists or interns and supervision of peer staff); and
- Organizational capacity to enter and track data following County requirements.

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<sup>8</sup> The Mental Health Specialist must be a Licensed Practitioner of the Healing Arts (LPHA) or a Graduate Trainee/Student. Graduate Trainee/Students must be supervised by a LPHA. Bidders must allocate a portion of LPHA FTE to co-sign for counseling services provided by a Graduate Trainee/ Student in educational mental health programs.

Bidders shall demonstrate how their current and planned organizational infrastructure will successfully implement the required activities. While not a requirement of the program, ACBH will explore with the awarded Contractor the possibility of billing applicable services to Medi-Cal. As such, in their proposals, Bidders should demonstrate the ability to build capacity to bill Medi-Cal.

Bidders shall include in their proposal their overall organizational chart and where the program will sit within the agency that demonstrates the agency's infrastructure to ensure there is necessary oversight, supervision, and support to comply with the program requirements.

#### **4. Forming Partnerships and Collaboration**

In order to meet the needs of the priority population, Bidders must leverage connections across services and programs. LGBTQIA+ Y/YA may be served by multiple systems to adequately meet their needs. The awarded Contractors will strengthen existing or establish new, strong collaborative relationships with a wide range of agencies to which LGBTQIA+ Y/YA and families may be referred, including linkages to housing, employment/education supports, and LGBTQIA+ affirming mental health and physical health care.

The awarded Contractors will be expected to collaborate closely with ACBH, Alameda County Health Care Service Agency (HCSA), and other contracted providers that serve children and young adults ages 12-24, as well as other systems serving youth and families, including Alameda County Child Welfare and Probation. Bidders will propose their plan for building on existing partnerships and establishing new relationships to meet client needs. Bidders shall demonstrate how they will coordinate and collaborate across service systems, with a goal to complete successful referral and linkages, maintain ongoing coordination if needed and minimize redundancy in supports.

Bidders must include in their proposal how they plan to market their services among the priority population, schools, providers, and the general community that serve Y/YA.

#### **5. Ability to Track Data**

The awarded Contractors shall track data and outcomes for the purpose of reporting and continuous quality improvement of services, and shall submit Data and Program reports using an ACBH-provided template, based on the schedule below:

- **Semi-Annual:** Contractor shall submit a Semi-Annual Program Narrative Report that describes Contractor's progress in achieving the contract deliverables and requirements. Contractor shall also submit a MHS PEI Data Report on an ACBH-provided template.
- **Quarterly:** For the first full year of the contract, Contractor shall submit a Quarterly Narrative Program Report that describes Contractor's success, challenges, and progress in achieving the contract deliverables and requirements.
- **Annual Report:** Contractor shall submit an Annual MHS PEI Evaluation Report on an ACBH approved template that collects client perception of service quality,

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impact on client's behavioral health outcomes, and other programmatic successes and challenges.

The awarded Contractors shall track client registration and client demographic data in ACBH's SmartCare system and administer ACBH's participant satisfaction surveys annually as directed by MHSA.

Contractor shall provide services toward achieving the following process, quality and/or impact measures

- Number of outreach, engagement, and education activities and targets (i.e. participants, parents, caregivers, schools, community members);
- Number of unduplicated clients served;
- Demographic data on clients served;
- Types of services provided including referrals and number of clients served for each type; and
- Other measures to be developed with members of the priority population and/or ACBH based on proposed program design.

Bidders will propose the number of clients they anticipate to serve during the program period.

ACBH reserves the right to determine and evaluate program measures and outcomes and to work with the awarded Contractor to alter their program and outcome measures in subsequent years. ACBH may support the awarded Contractor in tracking the outcomes data, however the awarded Contractor is expected to meet the above objectives. Bidders may propose additional benchmarks for outcomes and provide rationale for request benchmarks.

Bidders shall describe their plan for data collection and reporting as well as their ability to track data and any systems in place for data collection. Bidders will be evaluated based on their plan for meeting program outcomes as well as their ability to track client progress.

## II. INSTRUCTIONS TO BIDDERS

### A. COUNTY CONTACTS

All contact during the competitive RFP process shall be through the RFP contact, only.

The ACBH website <https://www.acbhcs.org/providers/network/rfp.htm> and the General Services Agency (GSA) website <https://gsa.acgov.org/do-business-with-us/contracting-opportunities/> are the official notification and posting places for this RFP and any Addenda.

The evaluation phase of the competitive process shall begin upon receipt of proposals until contract award. Bidders shall not contact or lobby CSC/Evaluation Panelists during the evaluation process. Attempts by Bidders to contact CSC/Evaluation Panelists may result in disqualification of the Bidder's proposal.

All questions regarding these specifications, terms and conditions shall be submitted in writing, preferably via e-mail, as specified in the Calendar of Events to:

ACBH Procurement  
1900 Embarcadero Cove, Suite 205  
Oakland, CA 94606  
Email: [procurement@acgov.org](mailto:procurement@acgov.org)

**B. CALENDAR OF EVENTS**

Event	Date/Location
Request for Proposals (RFP) Issued	Monday, September 25, 2023
Bidder's Written Questions Due	By 5:00 pm on the day of 2 <sup>nd</sup> Bidder's Conference – ACBH strongly encourages Bidders to submit written questions earlier.
1 <sup>st</sup> Bidders' Conference	Thursday, October 5, 2023 10:00 am – 11:30 am  <b>Join via internet</b> <a href="#">Click here to join the meeting</a> Meeting ID: 294 147 859 684 Passcode: PwP3Mt  <b>Join via phone</b> <a href="#">+1 415-915-3950, 581621775#</a> <a href="#">(888) 715-8170, 581621775#</a> Phone Conference ID: 581 621 775#
2 <sup>nd</sup> Bidders' Conference	Friday, October 6, 2023 2:00 pm – 3:30 pm  <b>Join via internet</b> <a href="#">Click here to join the meeting</a> Meeting ID: 230 331 186 660 Passcode: cpyhQB  <b>Join via phone</b> <a href="#">+1 415-915-3950, 862403982#</a> <a href="#">(888) 715-8170, 862403982#</a> Phone Conference ID: 862 403 982#
Addendum Issued	Friday, October 13, 2023
<b>Proposals Due</b>	<b>Thursday, November 2, 2023 by 2:00 pm</b>
Review/Evaluation Period	November 2, 2023 – December 15, 2023
Oral Interviews (as needed)	Friday, December 15, 2023
Award Recommendation Letters Issued	December 22, 2023
Board Consideration Award Date	April 2024
Contract Start Date	May 1, 2024

**Note:** Award Recommendation, Board Agenda and Contract Start dates are approximate. Other dates are subject to change. Bidders will be notified of any changes via email. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions. By submission of a proposal, Bidder certifies that if awarded a contract Bidder shall make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

### C. SMALL LOCAL EMERGING BUSINESS (SLEB) PREFERENCE POINTS

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

As a result of the County's commitment to advance the economic opportunities of these businesses, Bidders must meet the County's SLEB requirements, at the time of submission in order to be considered for the contract award. Bidders must be SLEB-certified or Local-certified at the time of bid submission in order to receive SLEB and/or Local preference points. These requirements can be found online at:

<http://acgov.org/auditor/sleb/overview.htm>

For purposes of this proposal, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Codes: 621330, 621420, 624110 and 624190.

A small business is defined by the [United States Small Business Administration](#) (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

The County also encourages participation by minority and women-owned businesses, although preference points are not awarded for these types of businesses.

### D. BIDDERS' CONFERENCES

**ACBH strongly recommends that Bidders thoroughly read the RFP, and submit any initial questions in writing to the specified RFP contact, prior to attending any Bidders' Conferences.** ACBH shall hold two Bidders' Conferences. Bidders' Conferences will be held to:

- Provide an opportunity for Bidders to ask specific questions about the program and request RFP clarification; and
- Provide the County with an opportunity to receive feedback regarding the program and RFP.

ACBH shall respond to written questions submitted prior to the Bidders' Conferences, in accordance with the Calendar of Events and verbal questions received at the Bidders Conferences, whenever possible at the Bidders' Conferences. ACBH shall address all questions and include the list of Bidders' Conferences attendees in an Addendum following the Bidders Conferences in accordance with the Calendar of Events section of this RFP.



Bidders are not required to attend the Bidders' Conferences. However, attendance to at least one Bidders' Conference is strongly encouraged in order to receive information to assist Bidders in formulating proposals.

Failure to participate in a Bidders' Conference shall in no way relieve the Bidder from furnishing program and services requirements in accordance with these specifications, terms and conditions and those released in any Addenda.

#### **E. SUBMITTAL OF PROPOSALS/BIDS**

1. All proposals must be received by ACBH **no later than 2:00 pm on the due date specified on the RFP cover and Calendar of Events in this RFP**. ACBH cannot accept late proposals.

ACBH shall only accept proposals at the email address and by the time indicated on the RFP cover and in the Calendar of Events. Any proposals received after said time and/or date or at a place other than the stated email address cannot be considered and shall be returned to the Bidder unread/unopened.

All proposals must be received and time stamped at the stated delivery address prior to the time designated. ACBH's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bidders must submit proposals which clearly state Bidder and RFP name. Proposals shall include:
  - a. A single PDF copy of the proposal. Proposal is to be clearly marked on the cover and;
  - b. An electronic Excel copy of the completed Budget Worksheet.

Bidders shall ensure that proposals are:

- Single spaced
- Maximum 1-inch margins
- 11-point Arial font
- Conform to the maximum page limits

3. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of proposal.
4. Submitted proposals shall be valid for a minimum period of eighteen months.
5. All costs required for the preparation and submission of a proposal shall be borne by Bidder.
6. Proprietary or Confidential Information: No part of any proposal response is to be marked as confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all proposals

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shall become the property of County. County reserves the right to make use of any information or ideas contained in submitted proposals. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).

7. All other information regarding proposals shall be held as confidential until such time as the CSC/Evaluation Panel has completed their evaluation, notification of recommended award has been made and the contract has been fully negotiated with the recommended awardees named in the intent to award/non-award notification. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, shall receive emailed intent to award/non-award notification, which shall include the name of the Bidder(s) recommended for award of this service. In addition, recommended award information will be posted on the ACBH website.
8. Each proposal received, with the name of the Bidder, shall be entered on a record, and each record with the successful proposal indicated thereon shall, after the negotiations and award of the order or contract, be open to public inspection.
9. California Government Code Section 4552: In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder.
10. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
11. As applicable, the undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
12. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).

13. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

#### **F. RESPONSE FORMAT/PROPOSAL RESPONSES**

Bidders may use the provided Bid Response Template to address and complete your proposals. The person(s) administering the competitive process will review each proposal for completeness against the RFP requirements and ensure that responses conform to a **total page maximum of 20**. Bidders cannot submit non-material documents after the proposal due date, in order to complete their proposal. Proposals with any missing items of submittals as outlined in the RFP and any Addenda shall be deemed incomplete and may be rejected.

**Proposals shall be complete, substantiated, concise and specific to the information requested. Any superfluous and unrequested material submitted with the bid will be removed and will not be viewed by the Evaluation Panel. Any material deviation from the requirements may be cause for rejection of the proposal, as determined at ACBH's sole discretion.**

**Table 1**  
 The proposal sections, instructions and page maximums are contained in Table 1. **Proposal shall not exceed 20 pages excluding Exhibits and Attachments.** Bidders may use the Bid Response Template to submit their response.

Section	Instructions	Suggested Page Max.
<b>1. TITLE AND TABLE OF CONTENTS</b>	Include a table of contents with page numbers indicating the location of each section of the bid.	N/A
<b>2. SIGNED STATEMENTS:</b> <ul style="list-style-type: none"> <li>• Exhibit A: Bidder Information and Acceptance</li> <li>• SLEB Partnering Sheet</li> <li>• OIG Attestation</li> <li>• Exhibit B: Exceptions, Clarifications, Amendments</li> </ul>	Review, complete, and submit the requested forms with your bid.	N/A
<b>3. ORGANIZATIONAL CAPACITY AND REFERENCE</b>	<b>a. Debarment and Suspension</b> Bidders, its principal and named subcontractors must not be identified on the list of Federally debarred, suspended or other excluded parties located at the following databases: <ul style="list-style-type: none"> <li>• NPPES</li> <li>• OIG/LEIE database</li> <li>• SAM/EPLS data base</li> <li>• Medi-Cal and S&amp;I database</li> <li>• Social Security Death Master File</li> </ul>	
	<b>b. References</b> Provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that the contact information for all references provided is current and	N/A

Section	Instructions	Suggested Page Max.
	<p>valid. <b>Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.</b></p> <p>The County may contact some or all of the references provided in order to determine Bidder’s performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process. <b>Do not include ACBH staff as references.</b></p> <ul style="list-style-type: none"> <li>• Company Name</li> <li>• Reference Name</li> <li>• E-mail address</li> <li>• Services Provided/Date(s) of Service</li> </ul>	
<b>4. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY</b>	Complete and submit a synopsis of the highlights and benefits of each proposal.	1
<b>5. BIDDER MINIMUM QUALIFICATIONS</b>	<p>Describe and demonstrate how Bidder meets all of the criteria</p> <ul style="list-style-type: none"> <li>• Have at least one year of experience directly engaging and serving the priority population within the past five years; and</li> <li>• Demonstrated experience working with youth and applying California Minor Consent and Confidentiality Laws.</li> </ul>	2
<b>6. BIDDER EXPERIENCE, ABILITY AND PLAN</b>	Describe, in detail, Bidder’s <b>Clinical Understanding of and Experience with the Priority Population Needs</b> , including:	(2)
	<p>i. <b>Bidder’s understanding of the priority population, including:</b></p> <ol style="list-style-type: none"> <li>1. Needs, issues, strengths, and challenges faced by the priority population;</li> <li>2. Developmental and age-related issues; and</li> </ol>	1

Section	Instructions	Suggested Page Max.
	<p>3. Any challenges with engagement.</p>	
	<p><b>ii. Bidder’s experience working with the priority population, including:</b></p> <ol style="list-style-type: none"> <li>1. Experience in supporting the priority population and their families/caregivers;</li> <li>2. Experience developing and implementing successful strategies to engage the priority population; and</li> <li>3. Working with families/caregivers to identify, understand, and address early signs of mental illness and substance use/misuse.</li> </ol>	1
	<p>Describe in detail, Bidder’s <b>Service Delivery Approach</b>, including:</p>	(4)
	<p><b>i. Bidder’s plan to deliver services to clients, including:</b></p> <ol style="list-style-type: none"> <li>1. Program plan and interventions, including strategies to outreach and engage LGBTQIA+ Y/YA in services; and</li> <li>2. Any community-defined practices that may be incorporated into the program plan, with rationale, and how they will be developed in partnership with the priority population.</li> </ol>	2
	<p><b>ii. Bidder’s plan to make services safe and welcoming</b></p> <ol style="list-style-type: none"> <li>1. Strategies for a safe and confidential process for intake and services;</li> <li>2. Program site design, including strategies to make it welcoming and inviting for LGBTQIA+ youth and young adults; and</li> <li>3. Plan to address specific needs of LGBTQIA+ Y/YA with multi-faceted identities, including Y/YA of color and/or immigrant youth; and</li> <li>4. Program location(s) and hours, with rationale.</li> </ol>	2
	<p>Describe, in detail, Bidder’s <b>Planned Staffing and Organizational Capacity</b>, including:</p>	(4)

Section	Instructions	Suggested Page Max.
	<p><b>i. Roles and responsibilities of program staff, including:</b></p> <ol style="list-style-type: none"> <li>1. Plan for program staffing including staff positions, staff education and/or experience, language capacity, roles, responsibilities, and supervision structure. Include tasks necessary to provide program services and how they will be assigned to staff;</li> <li>2. Plan for hiring, training, supervising, and retaining staff, in particular Youth Staff. Include how staff will reflect the priority population and language profiles; and</li> <li>3. Plan for supervision and oversight of proposed program components, including compliance with California labor laws, and support to youth interns and peer youth workers in managing their school and work schedules.</li> </ol>	2
	<p><b>ii. Bidder’s planned organizational infrastructure, including:</b></p> <ol style="list-style-type: none"> <li>1. Description of how program services will be integrated into Bidder’s existing organizational structure and services.</li> <li>2. Demonstrate an initial ability to understand the requirements of Medi-Cal billing.</li> </ol>	2
	Describe, in detail, Bidder’s experience in <b><i>Forming Partnerships and Collaboration</i></b> , including:	<b>(2)</b>
	<p><b>i.</b> Experience and/or plan to build on existing partnerships and establishing new relationships to meet client needs with other County mental health support systems;</p> <p><b>ii.</b> Plan to market services among the priority population, schools, providers, and the general community that serve Y/YA; and</p>	2

Section	Instructions	Suggested Page Max.
	<p>iii. How the proposed partnership and collaborations will support program goals.</p> <p>Describe, in detail, <b>Bidder’s Experience and Plan to Track Data and Outcomes</b>, including Bidder’s plan for collecting data specified in this RFP and tracking outcomes for quality improvement, including:</p> <ul style="list-style-type: none"> <li>i. Proposed annual case-load, with rationale; and</li> <li>ii. Experience with and plan for data monitoring, collection, tracking, and reporting, including tracking tools and system. Include examples of how data and outcomes information has been used for quality and performance improvement;</li> <li>iii. Plan for involving the priority population in the development of program measures; and</li> <li>iv. If Bidder is proposing benchmark measures different from those included in RFP, provide rationale.</li> </ul>	<p>(2)</p> <p>2</p>
<p><b>7. IMPLEMENTATION SCHEDULE AND PLAN</b></p>	<p><b>Budget and Budget Narrative</b></p>	<p>(2)</p>
	<ul style="list-style-type: none"> <li>a. Bidder’s <b>Implementation Schedule and Plan</b> with due dates around the following activities: <ul style="list-style-type: none"> <li>• Recruiting/hiring</li> <li>• Engagement of priority population</li> <li>• Provision of program services</li> </ul> </li> <li>b. Bidder’s identification and strategies for mitigation of risks and barriers, which may adversely affect program implementation.</li> </ul>	<p>2</p>



Section	Instructions	Suggested Page Max.
8. <b>COST</b>	<b>Budget</b> <b>a.</b> Cost Coefficient: Bidder does not need to submit any information for the cost coefficient. <b>b.</b> Complete and submit one <b>BUDGET WORKBOOK</b> (saved in Excel). See Budget Instructions tab.	N/A
	<b>c.</b> Provide a detailed Budget Narrative to explain the costs and calculations in the budget. The narrative must match the budget and be aligned with the requirements of this RFP.	1
9. <b>ATTACHMENTS</b>	Attachment 1: Organizational Chart	

## **G. EVALUATION CRITERIA/SELECTION COMMITTEE**

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis (Bidder Minimum Qualifications, Completeness of Response, Conformance to Page Limitations, and Debarment and Suspension) shall be evaluated by the CSC/Evaluation Panel. The CSC/Evaluation Panel may be composed of County staff and other individuals who may have expertise or experience in the RFP content. The CSC/Evaluation Panel shall score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals for recommendation shall be within the sole judgment and discretion of the CSC/Evaluation Panel.

All contact during the evaluation phase shall be through the ACBH contact person only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC/Evaluation Panel may result in disqualification of Bidder.

The CSC will evaluate each proposal meeting the minimum qualifications and requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, shall be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

As a result of this RFP, the County intends to award up to two contracts to responsible Bidders whose response conforms to the RFP and whose proposal presents the greatest value to the County, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the Bidders that demonstrate the best quality as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced proposal.

The basic information that each proposal section should contain is specified in section II. F. These specifications should be considered as requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed in II. F. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.

Each of the Evaluation Criteria below shall be used in ranking and determining the quality of proposals. Proposals shall be evaluated according to each Evaluation Criteria and scored on a zero to five-point scale shown in Table 2. The scores for all the Evaluation Criteria shall be added according to their assigned weight, as shown in Table 3, to arrive at a weighted score for each proposal. A proposal with a high weighted total shall be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any program is five hundred fifty (550) points including the possible fifty (50) points for local and small, local and emerging, or local preference points (maximum 10% of final score).

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of Bidders that will continue to the final stage of oral interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, and oral interview.

If the two-stage approach is used, the three Bidders that receive the highest preliminary scores and with at least 200 points shall be invited to participate in an oral interview. Only the Bidders meeting the short list criteria shall proceed to the next stage. All other Bidders shall be deemed eliminated from the process. All Bidders shall be notified of the short list participants; however, the preliminary scores at that time shall not be communicated to Bidders.

The zero to five-point scale range is defined in Table 2.

**Table 2**

Score	Label	Description
0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score shall result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This shall be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/ Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/ Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The evaluation criteria and respective weights for this RFP are contained in Table 3.

**Table 3**

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
<b>1. TITLE AND TABLE OF CONTENTS</b>	Reviewed for completeness	Complete/Incomplete	Pass/Fail
<b>2. SIGNED STATEMENTS:</b> <ul style="list-style-type: none"> <li>• Exhibit A: Bidder Information and Acceptance</li> <li>• SLEB Partnering Sheet</li> <li>• OIG Attestation</li> <li>• Exhibit B: Exceptions, Clarifications and Amendments</li> </ul>		Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete. Additionally, bid responses that do not conform to the page limitations in Table 1, will be rated a Fail in the Evaluation Criteria and will receive no further consideration.	
<b>3. ORGANIZATIONAL CAPACITY AND REFERENCES</b>	<b>a.</b> Debarment and Suspension	To be considered for contract award, the Bidder and its principal may not be identified on the list of Federally debarred, suspended or other excluded parties located in the following databases: <ul style="list-style-type: none"> <li>• <a href="https://www.sam.gov/portal/SAM/#1">https://www.sam.gov/portal/SAM/#1</a></li> <li>• <a href="https://exclusions.oig.hhs.gov/">https://exclusions.oig.hhs.gov/</a></li> <li>• <a href="https://files.medical.ca.gov/pubsdoco/Sandllanding.aspx">https://files.medical.ca.gov/pubsdoco/Sandllanding.aspx</a></li> <li>• <a href="https://dmf.ntis.gov/">https://dmf.ntis.gov/</a></li> <li>• <a href="https://npiregistry.cms.hhs.gov/">https://npiregistry.cms.hhs.gov/</a></li> </ul>	Pass/Fail

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RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<p><b>b.</b> ACBH will accept only non-ACBH references. ACBH will check <b>references</b> for Bidders placed on the shortlist and ask the references standard questions, which will be evaluated by the Evaluation Panel.</p>	<p>How do the Bidder's references respond to the following:</p> <ul style="list-style-type: none"> <li>• Bidder's capacity to perform the services as stated;</li> <li>• Areas in which Bidder did well and areas in which bidder could have improved (if applicable);</li> <li>• Communication and responsiveness, reporting and invoicing, training, customer service, compliance with program, legal, and/or funding requirements, documentation and reliability on a scale of one to five;</li> <li>• Whether the project was completed on time and on budget;</li> <li>• Capacity and ability to meet program or contract deliverables;</li> <li>• Understanding of the project and need;</li> <li>• References' overall satisfaction with Bidder;</li> <li>• References' comfort with recommending the Bidder to Alameda County;</li> <li>• Whether Bidder would be used again by Reference; and</li> <li>• Any other information that would assist in Alameda County's work with the Bidder.</li> </ul>	5
<p><b>4. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY</b></p>	<p>Reviewed for completeness</p>	<p>Complete/Incomplete</p>	N/A
<p><b>5. BIDDER MINIMUM QUALIFICATIONS</b></p>	<p>1. Have at least one year of experience directly engaging and serving the priority population within the past five years; and</p>	<p>Meets/Does Not Meet Minimum Qualification</p>	N/A

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	2. Demonstrated experience working with youth and applying California Minor Consent and Confidentiality Laws.		
<b>6. BIDDER EXPERIENCE, ABILITY AND PLAN</b>	The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under the <b><i>Understanding of and Experience with the Priority Population Needs.</i></b>		(16) Section Subtotal
	<b>i. Understanding of the Priority Population</b>	How well does Bidder demonstrate understanding of the priority population including: <ul style="list-style-type: none"> <li>Needs, issues, strengths, and challenges faced by the priority population</li> <li>Developmental and age-related issues; and</li> <li>Any challenges with engagement</li> </ul>	8
	<b>ii. Experience with Priority Population</b>	How well does Bidder demonstrate experience working with the priority population including: <ul style="list-style-type: none"> <li>Experience in supporting the priority population and their families/caregivers;</li> <li>Experience developing and implementing successful strategies to engage the priority population; and</li> <li>Working with families/caregivers to identify, understand and address early signs of mental illness and substance use/misuse.</li> </ul>	8
	The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under the <b><i>Service Delivery Approach.</i></b>		(18) Section Subtotal

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RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<p><b>i. Service Delivery to Clients</b></p>	<p>How well-matched is Bidder's plan to provide services, including:</p> <ul style="list-style-type: none"> <li>• Program plan and interventions, including strategies to outreach and engage LGBTQIA+ Y/YA in services; and</li> <li>• Any community-defined practices that may be incorporated into the program plan, with rationale, and how they will be developed in partnership with the priority population.</li> </ul>	9
	<p><b>ii. Bidder's plan to make services safe and welcoming</b></p>	<ul style="list-style-type: none"> <li>• Strategies for a safe and confidential process for intake and services;</li> <li>• Program site design, including strategies to make it welcoming and inviting for LGBTQIA+ youth and young adults; and</li> <li>• Plan to address specific needs of LGBTQIA+ Y/YA with multi-faceted identities, including Y/YA of color and/or immigrant youth; and</li> <li>• Program location(s) and hours, with rationale.</li> </ul>	9
	<p><b>a.</b> The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under the <b><i>Planned Staffing and Organizational Capacity.</i></b></p>		(22) Section subtotal

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<p><b>i. Planned Staffing Structure</b></p>	<p>How well-matched is Bidder’s staffing plan, including:</p> <ul style="list-style-type: none"> <li>• How appropriate is proposed plan for program staffing including staff positions, staff education and/or experience, language capacity, roles, responsibilities, and supervision structure?</li> <li>• How well does Bidder identify tasks necessary to provide program services? How well does Bidder describe how tasks will be assigned to staff?</li> <li>• How well matched is Bidder’s plan for hiring, training, supervising, and retaining staff, in particular Youth Staff? How well do staff reflect the priority population and language profiles?</li> <li>• How appropriate is Bidder’s plan for supervision and oversight of proposed program components, including compliance with California labor laws, and support to youth interns and peer youth workers in managing their school and work schedules?</li> </ul>	<p>8</p>
	<p><b>ii. Capacity and Organizational Infrastructure</b></p>	<p>How well does Bidder describe its organizational infrastructure, and how well-matched to the proposed services is this infrastructure, including:</p> <ul style="list-style-type: none"> <li>• How well does Bidder describe how program services will be integrated into Bidder’s existing organizational structure and services?</li> <li>• How well does Bidder describe an initial ability to understand the requirements of Medi-Cal billing?</li> </ul>	<p>7</p>



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RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<b>iii. Forming Partnerships and Collaboration</b>	How well does Bidder describe its experience in forming partnerships and collaboration? <ul style="list-style-type: none"> <li>• Experience and/or plan to build on existing partnerships and establishing new relationships to meet client needs with other County mental health support systems;</li> <li>• Plan to market services among the priority population, schools, providers, and the general community that serve Y/YA; and</li> <li>• How the proposed partnership and collaborations will support program goals.</li> </ul>	7
	<b>b.</b> The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under <b>Tracking Data and Outcomes</b> .		(7) Section subtotal
	<b>i. Track Data and Outcomes</b>	<ul style="list-style-type: none"> <li>• How appropriate is Bidders proposed annual case-load and rationale?</li> <li>• How well does Bidder demonstrate experience with data collection, tracking, and reporting, including data tracking tools or systems?</li> <li>• How appropriate is Bidder's plan for involving the priority population in the development of program measures?</li> <li>• How appropriate is Bidder's plan/rationale for monitoring program measures and outcomes, and proposed additional benchmark measures and outcomes, if applicable?</li> </ul>	7
<b>7. IMPLEMENTATION SCHEDULE AND PLAN</b>	The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under <b>Implementation Plan and Schedule</b> .		(12)

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	<b>i. Implementation Plan</b>	<ul style="list-style-type: none"> <li>How detailed and specific is Bidder's response?</li> <li>How realistic does Bidder account for timeline to complete each specified milestone? Milestones include:               <ul style="list-style-type: none"> <li>Recruiting/hiring</li> <li>Engagement of priority population</li> <li>Provision of program services</li> </ul> </li> </ul>	6
	<b>ii. Identification and Strategies for Mitigation of Risks and Barriers</b>	<ul style="list-style-type: none"> <li>How thorough, thoughtful, and realistic is Bidder's identification of challenges and barrier mitigation strategies?</li> <li>How well does Bidder assess barriers?</li> <li>How creative and solution-oriented are Bidder's strategies?</li> </ul>	6
<b>8. COST</b>	The Evaluation Panel will review the Budget Workbook and the Budget Narrative and assign a score based on how Bidder's proposed program budget aligns with the requirements of the RFP which will become the total score under the Cost. The Cost-Coefficient is scored by applying the standard County formula.		(10)
	<b>i. Cost Co-Efficient</b>	<ul style="list-style-type: none"> <li>Low bid divided by low bid x 5 x weight = points <i>For example:</i> <math>\\$100,000 / \\$100,000 = 1 \times 5 \times 5 = 25 \text{ points}</math></li> <li>Low bid divided by second lowest bid x 5 x weight = points</li> <li>Low bid divided by third lowest bid x 5 x weight = points</li> <li>Low bid divided by fourth lowest bid x 5 x weight = points</li> </ul>	2

YOUTH & YOUNG ADULT LGBTQIA+ EARLY INTERVENTION PROGRAM #23-04

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
	ii. Budget iii. Budget Narrative	<ul style="list-style-type: none"> <li>• How well-matched is Bidder’s budget to the proposed program?</li> <li>• How well does the budget capture all activities and staff proposed in the Budget?</li> <li>• How well does Bidder allocate staff and resources?</li> <li>• How appropriate are the staffing and other costs?</li> <li>• How much value does the proposal add considering the cost of the program, expected outcomes and the number of clients served?</li> <li>• How well does the narrative detail how Bidder arrived at particular calculations?</li> <li>• How well does Bidder “show the work”?</li> </ul>	8
<b>ORAL INTERVIEW, IF APPLICABLE</b>	Criteria are created with the CSC/Evaluation Panel.		10
<b>PREFERENCE POINTS, IF APPLICABLE</b>	SLEB	Five Percent (5%)	
	Local (not SLEB certified)	Five Percent (5%)	

## **H. CONTRACT EVALUATION AND ASSESSMENT**

During the initial sixty (60) day period of any contract, which may be awarded to a successful Bidder (“Contractor”), the CSC and/or other persons designated by the County may meet with the Contractor to evaluate the performance and to identify any issues or potential problems.

The County reserves the right to determine, in its sole discretion, (a) whether Contractor has complied with all terms of this RFP and (b) whether any problems or potential problems are evidenced which make it unlikely (even with possible modifications) that the proposed program and services will meet the County requirements. If, as a result of such determination the County concludes that it is not satisfied with Contractor, Contractors’ performance under any awarded contract as contracted for therein, the Contractor shall be notified of contract termination effective forty-five (45) days following notice. The County shall have the right to invite the next highest ranked Bidder to enter into a contract.

**The County also reserves the right to re-bid this program if it is determined to be in its best interest to do so.**

### **I. AWARD**

1. Proposals evaluated by the CSC/Evaluation Panel shall be ranked in accordance with the RFP section II.G. of this RFP.
2. The CSC shall recommend award of each contract to the Bidder who, in its opinion, has submitted the proposal that best conforms to the RFP and best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be recommended or made to the Bidder with the lowest price.
3. The County reserves the right to reject any or all proposals that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. Any proposal that contains false or misleading information may be disqualified by the County.
5. The County reserves the right to award to a single or multiple Contractors.
6. The County has the right to decline to award a contract in whole or any part thereof for any reason.
7. BOS approval to award a contract is required.

8. A contract must be negotiated, finalized, and signed by the intended awardee prior to BOS approval.
9. Final terms and conditions shall be negotiated with the Bidder recommended for award. The successful Bidder may request a copy of the Master Agreement template from the ACBH RFP contact. The template contains the agreement boilerplate language only.
10. The RFP specifications, terms, conditions, Exhibits, Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

**J. PRICING**

Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

**K. INVOICING**

1. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. Payment will be made within thirty days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
3. County shall notify Contractor of any adjustments required to invoice.
4. Invoices shall contain County purchase order (PO) number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.

**L. NOTICE OF INTENT TO AWARD**

At the conclusion of the proposal evaluation process ("Evaluation Process"), all Bidders will be notified in writing by e-mail, fax, or US Postal Services mail of the contract award

recommendation, if any, by ACBH. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to Award shall provide the following information:

- The name of the Bidder being recommended for contract award; and
- The names of all other Bidders that submitted proposals.

At the conclusion of the RFP response evaluation process and negotiations, debriefings for unsuccessful Bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful Bidder's proposal.

- Under no circumstances shall any discussion be conducted with regard to contract negotiations with the recommended /successful Bidder.
- Debriefing may include review of the recommended/ successful Bidder's proposal/s with redactions as appropriate.

All submitted proposals shall be made available upon request no later than five (5) calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

**M. TERM/TERMINATION/RENEWAL**

The term of the contract, which may be awarded pursuant to this RFP, will be one year, in addition to any pro-rated portion of the current Fiscal Year and may be renewed thereafter, contingent on the availability of funds, Contractor's performance, continued prioritization of the activities and priority populations, as defined and determined by ACBH.

### III. APPENDICES

#### A. GLOSSARY & ACRONYM LIST

Agreement	The formal contract between ACBHCS and Contractor.
ACBH	Alameda County Behavioral Health Care Services, a department of the Alameda County Health Care Services Agency.
ACCESS	Acute Crisis Care and Evaluation for Systemwide Services
Bid	A Bidders' response to this Request; used interchangeably with proposal.
Bidder	The specific person or entity responding to this RFP.
Board	Shall refer to the County of Alameda Board of Supervisors.
California Minor Consent and Confidentiality Laws	The right of minors to confidentiality and informed consent in California means that minors aged 12 and over can consent to some services without parent or guardian permission
CDEP	Community-defined Evidence Practices
Client	The recipient of services; used interchangeably with beneficiary and consumer.
Consumer	The recipient of services; used interchangeable with beneficiary and consumer.
Community-Based Organization (CBO)	A non-governmental organization that provides direct services to beneficiaries.
Contractor	When capitalized, shall refer to selected Bidder that is awarded a contract.
County	When capitalized, shall refer to the County of Alameda.
Federal	Refers to United States Federal Government, its departments and/or agencies.
Full Time Equivalent (FTE)	A budgetary term used to describe the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For example, if the normal schedule for a staff person is 40 hours per week (40*52 weeks-4 weeks for vacation=1,920). Someone working 1,440 hours during the year represents 1,440/1,920=.75 FTE.
LGBTQIA+	Lesbian, Gay, Bi-sexual, Transgender, Gender Non-binary, Gender Non-conforming, Queer or Questioning, Intersex, Asexual, and more
Licensed Practitioner of the Healing Arts (LPHA)	Licensed clinical staff (MD, PhD, MFT, LCSW) and staff who are registered with the California Board of Behavioral Sciences, usually registered MFT/ASW interns; psychologists who are waived by the State to provide services; and Master's level clinical nurse specialists who have national or state license to practice independently.
Mental Health Services	Individual, family or group services or interventions that are designed to provide information on mental health issues, reduction

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	of mental disability and/or improvement or maintenance of functioning.
MHSA PEI	Mental Health Services Act Prevention and Early Intervention
Outcomes	The extent of change in attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the intervention and the theory of change guiding it, changes can be short, intermediate, and longer-term outcomes.
Proposal	Shall mean Bidder's response to this RFP; used interchangeably with bid.
Qualified	Competent by training and experience to be in compliance with specified requirements.
Request for Proposal (RFP)	Shall mean this document, which is the County of Alameda's request for proposal to provide the services being solicited herein; also referred herein as RFP.
Response	Shall refer to Bidder's proposal submitted in reply to RFP.
SLEB	Small Local Emerging Business
SMHS	Specialty Mental Health Services
State	Refers to State of California, its departments and/or agencies.
Y/YA	Youth and Young Adult



## **B. BID SUBMISSION CHECKLIST**

All of the documentation listed below is required to be submitted with the Bid Response Packet in order for a bid to be deemed complete. Bidders shall submit all documentation in the order listed below and clearly labeled.

### **1. Table of Contents**

**2. Bid Response:** Bidder may use the ACBH-issued Bid Response Template in MS Word but is not required to, as long as Bid Response is complete per this Bid Submission Checklist. Further, Proposal Narrative **must not** collectively exceed the maximum page limit of **20 pages**.

#### **a) Signed Statements and References**

- **Bidder Information and Acceptance:** Bidders must select one box under Item 10 of Exhibit A Bidder Information and Acceptance Form and must fill out and submit a **signed** page of Exhibit A.
- **SLEB Partnering Information Sheet:** Every Bidder must fill out and submit a signed SLEB Partnering Information Sheet in the Bid Response Template, indicating their SLEB certification status.
- **Office of the Inspector General (OIG) and Other Exclusion List Background Checks Attestation for Request for Proposal Submission of Pre-contracting (OIG Attestation):** All Bidders must complete the OIG Attestation form, attesting that they have checked and verified that all licensed staff that are included are part of the current bid against the lists included in the form.
- **Exhibit B: Exceptions, Clarifications, Amendments:** Indicate all of Bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP. This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents.
- **Bidder References:** Bidders are to provide a list of three current and three former references. If unable to provide the stated number of references, include justification in your bid submission as a separate attachment. References must be satisfactory as deemed solely by County. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.

#### **b) Proposal Narrative (must not exceed 20 pages)**

- **Letter of Transmittal/Executive Summary:** Bidders should use this document to provide a synopsis of the highlights and benefits of their bid.
- **Bidder Minimum Qualifications:** Bidders must demonstrate how they meet all of the criteria.
- **Bidder Experience, Ability and Plan:** Bidders must respond to all questions in this section of the narrative proposal.

- **Implementation Schedule and Plan:** Bidders must respond to all questions in this section of the narrative proposal.
- **Budget Narrative:** Budget narrative must match Budget Workbook.

**3. Budget Workbook:**

Bidders must complete all tabs in the Excel Budget Workbook.

**4. Attachments:**

Bidders must submit all attachments as part of their bid packet.

- a) Attachment 1: Organizational Chart

### **C. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE**

1. The undersigned declares that the proposal documents, including, without limitation, the RFP, Addenda and Exhibits have been read and accepted.
2. The undersigned declares that he/she is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the RFP's specifications, terms & conditions.
3. The undersigned has reviewed the proposal documents and fully understands the requirements in this proposal including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, to the County, and agrees that its proposal, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the proposal.
4. The undersigned also agrees to follow the Bid Protests / Appeals Process.

Alameda County prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that Bidders wish to protest the proposal process or the recommendation to award a contract for these programs once the Notices of Intent to Award/Non-Award have been issued.

The following describes two separate processes: Bid Protests and Appeals. Bid Protests submitted prior to issuance of the Notices of Intent to Award/Non-Award shall not be accepted by the County.

Bid Protests from any Bidder related to this RFP must be submitted in writing to the ACBH Director located at 2000 Embarcadero Cove, Suite 400, Oakland, CA 94606 Fax: 510.567.8180, before 5:00 p.m. of the **fifth (5<sup>th</sup>)** business day **following the date of issuance of the Notice of Intent to Award/Non-Award, not the date it is received by the Bidder**. Any Bid Protest received after 5:00 p.m. shall be considered received as of the next business day.

- The Bid Protest must contain a complete statement of the reasons and facts for the protest.
- The Bid Protest shall refer to the specific portions of documents that form the basis for the protest.
- The Bid Protest shall include the name, address, email address, fax number and telephone number of the person representing the protesting party.
- ACBH shall transmit a copy of the Bid Protest to all Bidders as soon as possible after receipt of the protest.

Upon receipt of written Bid Protest, the ACBH Director, or designee shall review and evaluate the protest and issue a written decision. The ACBH Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Bidder and

others (as determined appropriate by the ACBH Director) to discuss the Bid Protest. The decision on the proposal protest shall be issued at least ten (10) business days prior to the date the Board is considering the recommendation and award of contract.

The decision on the Bid Protest shall be communicated by e-mail, fax, or US Postal Service mail, and shall inform the Bidder whether or not the recommendation to the Board of Supervisors as stated in the Notice of Intent to Award is going to change. A copy of the decision shall be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a Bid Protest if a decision on the Bid Protest could have resulted in the Bidder not being the recommended successful Bidder on the RFP.

The decision of the ACBH Director on the Bid Protest may be appealed to the Auditor-Controller's Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Rm. 249, Oakland, CA 94612, Fax: 510.272.6502 unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the appeal and all steps to be taken by OCCR will be performed by the alternate. The Bidder whose proposal is the subject of the Bid Protest, all Bidders affected by the ACBH Director's decision on the Bid Protest, and the protesting Bidder have the right to appeal if not satisfied with the ACBH Director's Bid Protest decision. **All Appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five (5) business days following the issuance of the decision by the ACBH Director, not the date received by the Bidder.** Appeals received after 5:00 p.m. is considered received as of the next business day.

- The Appeal shall specify the Bid Protest decision being appealed and all the facts and circumstances relied upon in support of the Appeal.
- In reviewing Appeals, the OCCR shall not re-judge the proposals. The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP or, where appropriate, County contracting policies or other laws and regulations.
- The Appeal to the OCCR also shall be limited to the grounds raised in the original Bid Protest and the decision by the ACBH Director. As such, a Bidder is prohibited from stating new grounds for a Bid Protest in its Appeal. The Auditor-Controller (OCCR) shall only review the materials and conclusions reached by the GSA-Office of Acquisition Policy or department designee, and will determine whether to uphold or overturn the protest decision.
- The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
- The decision of the Auditor-Controller's OCCR is the final step of the Appeal process. A copy of the decision of the Auditor-Controller's OCCR shall be furnished to the protestor, the Bidder whose proposal is the subject of the Bid protest, and all Bidders affected by the decision.

The County shall complete the Bid Protest/Appeal procedures set forth in this before a recommendation to award the contract is considered by the Board of Supervisors.

The procedures and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid Protest and Appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid Protest, including filing a Government Code Claim or legal proceedings.

5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:

- **Debarment / Suspension Policy:**  
<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>
- **Iran Contracting Act (ICA) of 2010:**  
<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>
- **General Environmental Requirements:**  
<http://www.acgov.org/gsa/departments/purchasing/policy/envIRON.htm>
- **Small Local Emerging Business Program:**  
<http://acgov.org/auditor/sleb/overview.htm>
- **First Source:** <http://www.acgov.org/auditor/sleb/sourceprogram.htm>
- **Online Contract Compliance System:** <http://acgov.org/auditor/sleb/elation.htm>
- **General Requirements:**  
<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>
- **Proprietary and Confidential Information:**  
<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>

6. The undersigned also acknowledges that Bidder will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated proposal documents.

7. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a proposal, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

8. Patent indemnity: Bidders who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

9. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Bidder Information and Acceptance, the Contractor agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.

10. The undersigned also acknowledges **ONE** of the following. Please check only one box.

- Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
- Bidder is a certified SLEB and is requesting 10% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the SLEB PARTNERING INFORMATION SHEET); **OR**
- Bidder is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:
- Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
  - Proof of six (6) months business residency, identifying the name of the bidder and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

<b>EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE</b>		
Official Name of Bidder		
Street Address Line 1		
Street Address Line 2		
City	State	Zip
Webpage		
Type of Entity/Organizational Structure	<input type="checkbox"/> Corporation	<input type="checkbox"/> Joint Venture
	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Limited Liability Corporation	<input type="checkbox"/> Non-Profit / Church
	<input type="checkbox"/> Other	
Jurisdiction of Organizational Structure		
Date of Organizational Structure	Federal Tax ID Number	
Name	Title	
Phone Number	Fax Number	
Email		
Signature		Title
Dated this	day of	20

**D. SLEB PARTNERING INFORMATION SHEET**

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all bidders must complete this form as required below. Bidders not meeting the [definition of a SLEB \(http://acgov.org/auditor/sleb/overview.htm\)](http://acgov.org/auditor/sleb/overview.htm) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be considered for contract award. Bidders are exempt from these SLEB requirements if they are: A) a non-profit organization providing services on behalf of the County directly to County clients/residents; B) a non-profit church or religious organization; C) a public school or university; or D) a government agency.

SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.) Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR). County departments and the OCCR will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/>).

<input type="checkbox"/> <b>BIDDER IS A CERTIFIED SLEB (sign at bottom of page)</b> <b>SLEB BIDDER Business Name:</b> _____ <b>SLEB Certification #:</b> _____ <b>SLEB Certification Expiration Date:</b> _____ <b>NAICS Codes Included in Certification:</b> _____
<input type="checkbox"/> <b>BIDDER IS <u>NOT</u> A CERTIFIED SLEB AND WILL SUBCONTRACT _____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES:</b> _____ <b>SLEB Subcontractor Business Name:</b> _____ <b>SLEB Certification #:</b> _____ <b>SLEB Certification Expiration Date:</b> _____ <b>SLEB Certification Status:</b> <input type="checkbox"/> Small / <input type="checkbox"/> Emerging <b>NAICS Codes Included in Certification:</b> _____ <b>SLEB Subcontractor Principal Name:</b> _____ <b>SLEB Subcontractor Principal Signature:</b> _____ <b>Date:</b> _____
<input type="checkbox"/> <b>BIDDER CLAIMS EXEMPTION. Note status:</b> _____

Bidder Printed Name/ Title: \_\_\_\_\_

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E. OIG AND OTHER EXCLUSION LIST BACKGROUND CHECK ATTESTATION**

In accordance with ACBH's Policy and Procedure #OCS.C.001 on Exclusion Screening, **PROVIDER NAME** attests that they have checked and verified all licensed staff that will provide services related to RFP #23-04 LGBTQIA+ against the following lists and are not excluded from participation in government funded healthcare programs:

- National Plan & Provider Enumeration System (NPPES) – NPI Number (<https://npiregistry.cms.hhs.gov/> )
- Licenses are verified to be current with no restrictions
- Office of the Inspector General List of Excluded Individuals & Entities (OIG/LEIE) database (<https://exclusions.oig.hhs.gov/>)
- GSA System Award Management (SAM/EPLS) data base (<https://www.sam.gov/SAM/> )
- California DHCS Medi-Cal Suspended & Ineligible list (<https://files.medical.ca.gov/pubsdoco/SandIlanding.asp>)
- Social Security Death Master File (<https://dmf.ntis.gov/>)
- SUD Certification and/or Registration is verified and current with CAADE, CADTP or CCAPP (SUD only)

Further, **PROVIDER NAME** attests that they have policies and procedures in place to conduct this verification for new hires and on a regular basis for all employees.

Provider Name:

---

Signature, Title



**F. EXHIBIT B: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS**

*This shall include clarifications, exceptions and amendments, if any, to the RFP and associated Bid Documents, and shall be submitted with your bid response. THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR BID DISQUALIFICATION.*

Bidder Name: \_\_\_\_\_

Reference to			Description
Page No.	Section	Item No.	
p. 23	D	1.c.	<i>Bidder takes exception to...</i>

**G. BIDDER REFERENCES**

Provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that the contract information for all references provided in current and valid. Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

The County may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process.

***Current References***

Bidder Name						
<p><b>1.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Company Name:</td> <td style="width: 50%;">Contact Person:</td> </tr> <tr> <td>E-mail Address:</td> <td>Telephone Number:</td> </tr> <tr> <td colspan="2">Services Provided / Date(s) of Service:</td> </tr> </table>	Company Name:	Contact Person:	E-mail Address:	Telephone Number:	Services Provided / Date(s) of Service:	
Company Name:	Contact Person:					
E-mail Address:	Telephone Number:					
Services Provided / Date(s) of Service:						
<p><b>2.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Company Name:</td> <td style="width: 50%;">Contact Person:</td> </tr> <tr> <td>E-mail Address:</td> <td>Telephone Number:</td> </tr> <tr> <td colspan="2">Services Provided / Date(s) of Service:</td> </tr> </table>	Company Name:	Contact Person:	E-mail Address:	Telephone Number:	Services Provided / Date(s) of Service:	
Company Name:	Contact Person:					
E-mail Address:	Telephone Number:					
Services Provided / Date(s) of Service:						
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Company Name:	Contact Person:					
E-mail Address:	Telephone Number:					
Services Provided / Date(s) of Service:						

**Former References**

Bidder Name	
<b>1.</b>	
Company Name:	Contact Person:
E-mail Address:	Telephone Number:
Services Provided / Date(s) of Service:	
<b>2.</b>	
Company Name:	Contact Person:
E-mail Address:	Telephone Number:
Services Provided / Date(s) of Service:	
<b>3.</b>	
Company Name:	Contact Person:
E-mail Address:	Telephone Number:
Services Provided / Date(s) of Service:	

**H. EXHIBIT C: INSURANCE REQUIREMENTS**

Insurance certificated are not required at the time of submission; however, by signing Exhibit A – Bidder Information and Acceptance, the Bidder agrees to meet the minimum insurance requirements state din the RFP, prior to award. This documentation must be provided to the County, prior to awards, and shall include insurance certificate and additional insured certificate, naming County of Alameda, which meets the minimum insurance requirements, as stated in the RFP.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP:

**\*\*\*SEE NEXT PAGE FOR COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS\*\*\***

## **COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS**

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the Contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

<b>TYPE OF INSURANCE COVERAGES</b>		<b>MINIMUM LIMITS</b>
<b>A</b>	<b>Commercial General Liability</b> Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability; Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
<b>B</b>	<b>Commercial or Business Automobile Liability</b> All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
<b>D</b>	<b>Professional Liability/Errors &amp; Omissions</b> Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate

E

**Endorsements and Conditions:**

1. **ADDITIONAL INSURED:** County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used). Auto policy shall contain, or be endorsed to contain additional insured coverage for the County.
2. **DURATION OF COVERAGE:** All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained and evidence of insurance must be provided during the entire term of the Agreement and for at least five (5) years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work. Proof of workers' compensation insurance coverage is not required if contractor provides a signed Workers Compensation Written Declaration of Compliance.
3. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies, including excess and umbrella insurance policies, shall be primary and non-contributory coverage at least as broad as ISO CG 20 10 04 13 as respects the County, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor' insurance and shall not contribute with it. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.
4. **INSURER FINANCIAL RATING:** Insurance shall be maintained through an insurer with an A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise acceptable by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Self-insured retentions must be declared and approved. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. The policy language shall provide or be endorsed to provide, that the self -insured retention may be satisfied by either the named insured or County.
5. **SUBCONTRACTORS:** Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit.
6. **JOINT VENTURES:** If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods:
  - Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above.
  - Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured".
7. **CANCELLATION OF INSURANCE:** Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice of cancellation provided to the County in accordance with policy terms and conditions.
8. **CERTIFICATE OF INSURANCE:** Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of insurance and applicable insurance endorsements as set forth in the provisions of this Agreement and this Exhibit C, in forms satisfactory to County, evidencing that all required insurance coverage is in effect. However, failure to obtain the required documents prior to the work beginning shall not waive the Contactor's obligation to provide them. The County reserves the right to require the Contractor to provide complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.